



## HEALTH AIDE

Hopi Elections Office

Reports To: Tribal Registrar  
Salary/Hourly Range: 18  
FLSA Status: NON-EXEMPT

PD Developed: 06/21/2021

### **INTRODUCTION**

This position is responsible for taking body temperatures of all persons entering the tribal buildings and providing verbal/written guidance in cases of high temperature readings. The incumbent performs routine cleaning and sanitizing of work areas and equipment. The incumbent may be exposed to some occupational hazards such as COVID-19 virus and will be required to follow all safety guidelines, and use of proper protective clothing/gear.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Operate and utilize provided testing equipment, document/record body temperatures, and providing guidance in addressing raised temperature results to individuals in literature and verbal methods.
- 2) Disinfect and sanitize all surfaces which are touched on a daily basis, utilizing cleaning solutions and disinfectants according to recommended directions.
- 3) Follows health, safety and environmental regulations in the proper use, storage and disposal of cleaning/sanitizing solutions.
- 4) Maintains equipment in proper working condition, reports repairs to supervisor for action; maintains proper inventory of supplies.
- 5) Work requires frequent need to stand, stoop, walk, sit, and lifting materials, cleaning supplies weighing up to 10 lbs.
- 6) Performs other duties as assigned to achieve Tribal/Program goals and objectives.

### **MINIMUM QUALIFICATIONS**

Education: High school diploma or GED equivalent; AND

Experience: Six (6) months of work experience performing duties equivalent to a nurse assistant; OR

Equivalent combination of Education, Training and Experience that demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard cleaning techniques.
- Knowledge and understanding of vitals such as body temperature, respiratory rate, pulse rate, and blood pressure.
- Knowledge of cleaning and disinfecting solutions.
- Reliability and dependability
- Knowledge of custodial equipment, materials and supplies.
- Good verbal and written communication skills to prepare reports and express concerns clearly.
- Skill in utilizing health safety, environmental policies, practices and procedures.
- Ability to understand and follow written and verbal instructions.
- Ability to establish and maintain positive professional working relationships with others.
- Knowledge of customer service practices.
- Skill in utilizing customer service techniques when responding to inquiries and complaints.

### **NECESSARY SPECIAL REQUIREMENTS**

- 1) Must complete and pass the pre-employment screening in accordance with the Hopi Tribal policy.
- 2) Must be able to pass mandatory and random drug & alcohol screening.
- 3) Must complete an annual physical examination and immunization.
- 4) Must not have any felony convictions.
- 5) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.